

State of Washington

Activity Summary By Agency

Agency: Office of the Secretary of State

<u>2001-03 Biennium Estimated Expenditures</u>			
<u>General Fund</u>			<u>Annual</u>
<u>State</u>	<u>Other</u>	<u>Totals</u>	<u>FTEs</u>
\$0	\$632,344	\$632,344	6.0

Activity / Function: Administration of Productivity and Efficiency Awards**Statewide Category:** Government Administration and Support

Purpose: The Productivity Board, chaired by the Secretary of State, administers two state employee incentive programs. One of these is an employee suggestion program for individuals and the other is a teamwork incentive program for sections or divisions of state agencies.

Other Funds: Department of Personnel Service Account

Activity / Function: Agency Management /Administrative Support Services	\$2,175,567	\$2,437,405	\$4,612,972	25.0
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Statewide Category: Government Administration and Support

Purpose: This portion of the Secretary of State budget includes the personnel that provide overall agency management, policy direction, financial and support services, and the secretary to the Medal of Valor committee.

Other Funds: Archives and Records Management Account, Secretary of State Revolving Account, Department of Personnel Service Account

Activity / Function: Archives and Records Management	\$0	\$9,935,836	\$9,935,836	56.0
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Statewide Category: Government Administration and Support

Purpose: Archives and Records Management conducts research and provides reference and copying services for historically significant state documents to public and private users. Responsibilities include storing records on microfilm and keeping data for agencies in the centralized State Records Center. Five regional branch locations throughout the state serve local governments in addition to state agencies. The Eastern Regional Branch will begin construction of a new facility, which will house local records and the electronic data archives for the State of Washington.

Other Funds: Archives and Records Management Account

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\$3,603,482	\$0	\$3,603,482		9.0

Activity / Function: Election Supervision**Statewide Category:** Special Government Services

Purpose: The Secretary of State is the state official responsible for administering federal and state elections. The Secretary's Office develops the curriculum used to train and certify state and local election officials, and reimburses counties for the state's proportional share of the costs of primary and general elections. The Office is also responsible for recording and publishing oral narratives of former Washington State legislators and other officials about the conduct of state government.

Activity / Function: Maintenance of Confidential Addresses for Domestic Violence Victims	\$422,856	\$0	\$422,856	3.0
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Statewide Category: Public Safety and Criminal Justice

Purpose: Upon request, the Office of the Secretary of State protects the confidentiality of victims of domestic violence by maintaining alternative addresses for them and forwarding mail to their actual address.

Activity / Function: Public Affairs Broadcasting	\$3,930,776	\$0	\$3,930,776	0.0
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Statewide Category: Special Government Services

Purpose: The Secretary of State is directed to contract with a non-profit organization to produce gavel-to-gavel television coverage of state government deliberations and other significant state wide events.

Activity / Function: Registration and Licensing of Corporations	\$4,170,683	\$2,492,416	\$6,663,099	52.5
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Statewide Category: Business, Employment and Consumer Services

Purpose: The Office of the Secretary of State is responsible for filing charter documents for profit and non-profit corporations, associations, limited partnerships, limited liability companies, digital signatures, and professional service corporations doing business in Washington State. The Office licenses and maintains information for public review on all registered entities. Staff supporting this activity also file trademarks, accept service of process for out of state corporations and individuals, and register and monitor the fund-raising activities of charitable organizations, including those conducted on behalf of charities by commercial fund raisers. The Office also provides authentication of notary publics and public officials.

Other Funds: Secretary of State Revolving Account

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\$5,170,825	\$0	\$5,170,825	25.0

Activity / Function: Voter Services**Statewide Category:** Special Government Services

Purpose: Voter Services activities support the verification of statewide initiatives and referendums, and include publishing and distribution of the voters' pamphlet and legal advertising for constitutional amendments. This program also supports Motor Voter registration, Registration By Mail and Agency-Based Registration.

Total Reported:	8	TOTALS	\$19,474,189	\$15,498,001	\$34,972,190	176.5
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